



KING COUNTY
FINANCIAL MANAGEMENT MANAGER – CHIEF ACCOUNTANT
(FINANCE MANAGER)
DEPARTMENT OF EXECUTIVE SERVICES
FINANCE & BUSINESS OPERATIONS DIVISION
FINANCIAL MANAGEMENT SECTION
Annual Salary Range: \$80,362 - \$101,864
Job Announcement: ESS262
OPEN: 3/7/05 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Interested individuals may apply by submitting a current resume, a complete list of five or more personal and professional references, and a letter of interest specifically addressing the qualifications listed in this announcement. Candidates will also be requested to submit a King County Application form. The King County Application form can be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>. Please send **all** application materials to:

Stein Stenseng, Executive Search Services – ESS262

Voice/Message: (360) 664-1953

E-mail: ESSResumes@dop.wa.gov

Please make reference to search number ESS262 in the subject line of your e-mail submittal.

The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during the recruitment process, once sufficient qualified candidates are received. Candidate evaluation will be ongoing, and it may be to the applicant's advantage to submit materials expeditiously. Electronic application packages are strongly preferred and must be in MS Word format. King County is an equal opportunity employer. Applicants wishing assistance or alternative formats in the process should contact Youet Heuy at (360) 664-1954, E-mail: youeth@dop.wa.gov, or TDD at (360) 664-6211.

WORK LOCATION: King County Administration Building, 500 Fourth Avenue, Room 653, Seattle WA 98104

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday. The workweek is normally Monday through Friday 8:00 a.m. to 5:00 p.m.

POSITION PURPOSE: This position oversees, coordinates and supervises King County's centralized financial accounting and reporting operations and the related systems and subsystems that support these functions. The functions within the Section include accounts payable; accounts receivable and collection enforcement; general ledger; fixed assets; grant financial administration; and financial report preparation. The Section works with all County divisions and departments, including various school and fire districts located in the County. Supervision is exercised over professional accounting staff as well as other support personnel. Work is performed under the general direction and guidance of the Finance Division Director.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

PRIMARY JOB DUTIES INCLUDE:

- Manages, plans and participates in the professional and paraprofessional centralized countywide financial reporting and accounting, accounts payable, and accounts receivable and collection operations of the Financial Management Section (FMS); directs and coordinates all FMS activities.
- Interacts with internal and external auditors; and participates in auditing projects or provides information and access to accounting records.
- Conducts correspondence and confers with state officials and federal representatives on major problems which affect or are affected by the financial reporting and accounting system.
- Reviews, develops, and enhances accounting and financial information systems, current and proposed procedures and program documentation.
- Directs and coordinates implementation of programs; involving the computerized processing, maintenance, reporting and analysis of complex financial records as they relate to budgetary, financial and payroll accounting.
- Consults with and advises the Finance Division Director and other Department and Division Directors on financial reporting and accounting and internal control procedures and policies.
- Evaluates Section staffing arrangements, staffing levels and work assignments, and makes necessary recommendations to Division Director; sets performance standards for Section staff and evaluates performance.
- Prepares or manages preparation of highly complex special accounting and operational reports, supporting financial documents, working papers for audits, and various account analyses.
- Establishes and manages adherence to countywide accounting policies and controls and ensures their consistent application.
- Reviews all accounting pronouncements issued by various regulatory bodies, such as the Governmental Accounting Standards Board, and recommends revisions to established County policies and procedures as needed.
- Develops procedures for handling accounting and financial activities including pre-audit, posting of expenditures and revenues, payroll, and other related activities; reviews and recommends amendments and revisions to codes and ordinances dealing with accounting and financial activities.

QUALIFICATIONS:

- Bachelor's degree in Finance, Auditing or Accounting or closely related field, or the equivalent combination of education and experience.
- Managerial experience developing and implementing financial/accounting policies and procedures system-wide within a large corporation or public agency.
- Experience in planning for major systems conversion, including working with staff in changing business processes in a complex environment through system conversion.
- An understanding of the principles of change management and successful experience with implementing organizational and cultural changes within a corporation or public agency. The ability to effectively lead staff through business, process and organizational culture changes.
- Commitment to financial and cash management field through a record of continuous training.
- Successful, progressively responsible financial experience which involved influencing, developing, or implementing financial reporting practices and procedures, budgetary accounting, and general accounting management (i.e., accounts payable, accounts receivable, payroll, collections, etc.).
- Extensive experience in the management of a large/complex computerized accounting or financial management system.

- Extensive knowledge of the principles, methods and practices of accounting, auditing and budget preparation/control.
- Comprehensive knowledge of modern business management practices.
- Knowledge of federal and state laws governing entities for report filings and requirements.
- Ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports.
- Ability to present ideas and recommendations clearly and concisely both orally and in writing.
- Demonstrated leadership qualities, especially the ability to effectively manage change and motivate and lead financial personnel in a continuous change environment.
- Ability to establish and maintain effective working relationships with elected officials, management, employees and the general public.
- Ability to educate management and staff on successful management, in their areas of responsibility, to assist them with decision making.

DESIRABLE QUALIFICATIONS:

- Licensed C.P.A.
- C.P.F.O. or nearly completed C.P.F.O preferred.
- Knowledge of state of the art financial/HR/payroll automated systems such as PeopleSoft/Oracle.

OTHER SPECIAL CERTIFICATIONS OF INTEREST: Other credentials of interest may be CGFO or CGFM.

SELECTION PROCESS: Competitive applicants may be invited to participate in an interview. Salary will depend on qualifications.

UNION REPRESENTATION: This position is not represented by a union.

CLASS CODE: 109901